

# MANAGEMENT MEMO

SUBJECT: <b>ASBESTOS NOTIFICATION TO EMPLOYEES</b>	NUMBER: <b>MM 08-01</b>
	DATE ISSUED: <b>FEBRUARY 14, 2008</b>
REFERENCES: SUPERSEDES MANAGEMENT MEMO 07-01 DATED JANUARY 2, 2007 <b>HEALTH AND SAFETY CODE SECTION 25915 ET SEQ. STATE ADMINISTRATIVE MANUAL SECTION 2591</b>	EXPIRES: <b>JANUARY 1, 2009</b>
	ISSUING AGENCY: <b>DEPARTMENT OF GENERAL SERVICES</b>

**Purpose**

To inform State agencies which occupy buildings constructed prior to 1980 (that are known to contain asbestos) that they must provide to employees written notification of the presence of Asbestos Containing Materials (ACM). This annual notification process generally occurs in January of each year, based on prior notices. (State Administrative Manual Section 2591)

**Who is Affected**

New employees working in buildings with known ACM shall be informed of asbestos conditions within the first 15 days of their employment. If new information concerning ACM has been obtained, all employees working in an area where asbestos abatement work is pending shall be provided a supplemental notice. This supplemental notice must be provided within 15 days, or prior to the end of the calendar quarter in which the new information was received.

**State Requirements and Procedures**

Refer to State Administrative Manual Section 2591 for notification requirements and procedures. Standard Form 250, Employee Asbestos Notification, has been developed for this purpose and is available on-line at <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>

**Contact Information**

Assistance for all State agencies is available from the following offices of the Department of General Services:

- The Real Estate Services Division, Building and Property Management Branch (BPM), Environmental Safety Health and Operations Program at (916) 375-4835.
- The RESD Professional Services Branch (PSB) Lease Management Unit at (916) 375-4172.

For further information on asbestos notification requirements, you may contact Joel McDonald at (916) 375-4884, or Lance Lister, at (916) 375-4835.

**Signature**

The original SAM Management Memo is signed by Will Bush, Director

Will Bush, Director  
Department of General Services